

# Kansas Tattoo and Permanent Cosmetic Technician Exam

Candidate Information Bulletin



# Introduction

Thank you for participating in the State of Kansas licensing process. To obtain your license, the Kansas Board of Cosmetology (KBOC) requires you to pass a written and a practical exam after you complete your program.

**Read this entire Candidate Information Bulletin.** It has information you need to complete the exam process. You can also find this information online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

This Candidate Information Bulletin (CIB) includes written and practical exam information. There are checklists for your use on the last pages of this Candidate Information Bulletin to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Kansas. To submit a question, click the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION REQUIREMENTS

**Requirements to Sign Up for an Exam** - You must be at least 17 years of age and within 80 hours of completing your program to schedule your practical exam.

**Requirements on the Day of Your Exam** - On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the [www.cosmetologykansas.com](http://www.cosmetologykansas.com) website.

**Required Identification** - For entry into your exam, you are required to provide originals of two (2) of the below qualifying pieces of identification. The types listed below are the **only** forms that will be accepted for entrance into your examination. **Your name (and date of birth, if listed) on the ID are required to match your name and date of birth exactly as they appear in your online account when you arrive at the test site.** If your name or date of birth is incorrect in our system, please contact us prior to your testing date by clicking on the “Contact Support” link at ([www.cosmetologykansas.com](http://www.cosmetologykansas.com)). *\*Note: Your ID may be scanned into our system.*

- **Two** forms of government issued identification (see below) are required.
  - **One** piece of identification must include a current photo.
- Your name is **required** to match our system on both forms unless you also bring documentation of name change (*for example, official court document indicating name change, etc.*).

### Accepted as Identification

#### Original Identification with Photo

- U.S. or international driver’s license or state issued ID card – *valid, or expired within one year*
- U.S. armed services ID card – *with photo and signature*
- U.S. or foreign passport – *valid, or expired within one year (must have English characters for name and date of birth)*
- U.S. Government issued visa – *valid, or expired within one year*
- Immigration ID – *valid, with signature from the U.S. Citizenship and Immigration Service*
- U.S. Certificate of Citizenship or Naturalization – *with signature and photo*
- U.S. Permanent Resident card – *valid, with your signature and photo*
- Tribal ID card
- U.S. Veteran’s Administration ID card – *valid with photo*
- U.S. Concealed weapons permit/Concealed carry license – *valid with photo*

#### Original Identification without Photo

- Certified birth certificate or Certified birth registration card – *original or certified document (must have English characters for name and date of birth)*
- Social Security card (***laminated cards will not be accepted***)
- Receipt of name change
- Tax Payer ID Letter
- U.S. Voter’s card
- Medicare card/Medicaid card

**Getting Started** - To take your written and practical exams, you must be referred online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com) by your school, your apprenticeship program, or by the Kansas Board of Cosmetology. Your temporary username and password will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Candidate Information Bulletin by the day of your exam.
- Use your temporary username and password, given to you by your school or the referring agency, to create your own personal username and password online.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

**Exam Locations and Scheduling** - Go to [www.cosmetologykansas.com](http://www.cosmetologykansas.com) to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

## Payments

- The practical exam fee is \$75. Practical exam retests are \$75.
- The written exam fee is \$75. Written exam retests are \$75.

You can pay by credit card online. If you cannot pay by credit card, log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Click on "I do not want to pay by Credit Card" and print the form. Send the completed form, along with your money order or cashier's check, to National Testing Network. Within two weeks you will receive a voucher via email that you can use to go online and schedule your exam.

**Reasonable Accommodation Requests** - All accommodation requests will require documentation from a medical professional. To apply for Reasonable Accommodation related to the Americans with Disability Act (ADA) for your exam(s), you must fill out Form A and provide supporting documentation and submit them by fax or mail to National Testing Network (NTN). If you do not have supporting documentation, please submit Form B, to be filled out by a physician.

Print and fill out the Reasonable Testing Accommodation forms completely and fax or mail them to National Testing Network at the address below. You can download the Accommodation Request forms on [www.cosmetologykansas.com](http://www.cosmetologykansas.com). NTN will consider all requests for Reasonable Testing Accommodation. Candidates will be informed of the decision within 5-7 business days of receipt of completed paperwork.

Please follow these steps:

1. Do not schedule your exam. Your accommodations must be approved before you can schedule your exam.
2. Form A
3. Form B (optional)
4. Fill in the form(s) completely and mail them to National Testing Network (address provided in documents) or fax (425) 741-3355. Please include your supporting documentation.
5. NTN will inform you of their decision.
6. Once you have approval NTN will help you schedule your exam.

All sections of the forms must be completed; if a section does not apply, please complete it as "not applicable". Additional information may be required if forms are not filled out completely.

Things to check before you submit your forms:

- Any submitted documentation needs to clearly state the nature and extent of the limitations the candidate possesses due to the diagnosed disability.
- Paperwork must be current and dated within the last 3 years.

**Languages** - The exams are offered in English.

**Arrival Time** - Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.

**Late Arrival Policy** - Entrance to the examination closes at test time. Candidates who arrive late will not be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to schedule and pay for another exam at a later date.

**Getting Your License** - Upon passing both exams, complete the following steps:

1. Log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com)
2. Click "Print Practitioner Application"
3. Mail application and payment to KBOC with any additional documentation required (address and payment information found in the application)

Note: Application must be received and processed by KBOC in order to receive your license

**Need Help?** - If you need help with this process, please contact us anytime by clicking the "Contact Support" link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION RULES

**No Personal or Study Materials** - No personal or study materials are allowed in exam rooms at any time.

**Personal Belongings and Attire** - No purses, backpacks, hats, caps, visors (with the exception of religious apparel), hooded clothing, coats, shawls, heavy jackets or other personal belongings are allowed in exam rooms. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. National Testing Network assumes no responsibility or liability for any personal items in the facility.

**No Weapons** - No weapons of any kind (guns, knives, tasers, pepper spray, etc.) are allowed in the facility.

**No Digital Devices** - No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, watches, etc.) are allowed in exam rooms.

**Talking** - During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates. Raise your hand if you need assistance during an exam.

**No Cheating** - Cheating or falsifying information is not tolerated.

**No Disruptions** - No disruptive behavior or unnecessary noise is allowed. You may be escorted from the room and your exam voided if you are being disruptive.

**No Drinking, Eating, Chewing or Smoking** - No eating, drinking, gum chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)

**Stay Within Your Workstation** - Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed. You may be escorted from the room and your exam voided if you are disrupting another candidate's exam.

**No Breaks** - No breaks are given during exams. You must get permission from an evaluator or an administrator to leave your station.

**No Visitors** - Candidates are not allowed to have companions or visitors in the building.

**Rule Violations** - Any candidate who violates exam rules or who does not show respect for the professional exam setting will be required to leave the examination site; the opportunity to sit for the examination will be forfeited. Their exam will be voided and will not be scored. The exam fee will not be refunded. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Violations can result in additional suspensions from testing or affect receiving a license.

**Appeals Process** - National Testing Network will consider appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact National Testing Network Customer Support within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to [support@nationaltestingnetwork.com](mailto:support@nationaltestingnetwork.com) or to *Appeals Process, National Testing Network, 2122 164th St. SW, Suite 300, Lynnwood, WA 98087*.

Candidates and schools will not be provided extra details on an examination's evaluation during an appeal process or be given access to watch the recording of an examination.

Please note during your exam, the following things may occur. These are not grounds for Appeal.

- Evaluators are instructed to remain neutral in expression and are instructed not to engage in conversation other than exam instructions if at all possible. Their overall objective is to watch and record what occurs, not to assist you in the examination.

## FREQUENTLY ASKED QUESTIONS

**How and when do I find out about my exam results?** - Your exam results will be posted on your online account page within 5 business days after you complete your exam. The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.

**What is the passing score?** - Candidates are required to pass a written exam. Candidates will take one examination and receive two scores – one score for tattoo artist and permanent cosmetic technician professional knowledge (75% of the exam) and a second score for laws and regulations (25% of the exam). Candidates scoring less than 75% on the Kansas laws and regulations questions must take the entire written exam again. Candidates scoring less than 75% on the tattoo artist and permanent cosmetic technician professional knowledge questions must take the entire written exam again.

Candidates must also pass a practical examination. Passing score for the practical exam is 75%. Candidates scoring less than 75% on the practical exam must retake the entire practical exam again.

**When can I retaken an exam?** - If you do not receive a passing score, you can go online and sign up to retake the written exam or practical exam at any time.

**What is the cancellation and refund policy?** - Exam fees are not refundable. Exams can be rescheduled by clicking the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com) and submitting a support ticket a minimum of 7 calendar days prior to your exam date. ***Schedule changes are not allowed outside of the 7 day policy.***

**What is the policy on extreme weather and emergency closure?** - In case of extreme weather conditions or other emergencies that warrant closure of any testing center, you will be notified as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification, exams can be rescheduled by clicking the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com) and submitting a weather re-schedule support ticket.

*Ensuring that your contact information is correct in our system will help us reach you in a timely manner.*

**Is my score valid in other states?** - The State of Kansas has no control over what is accepted in other states.

**Do I have to take the exam for things that are not taught in my program?** - This is your state licensing exam. The exam tests for state requirements and the ability to perform services listed in Kansas State Law, as shown below. You must be prepared for testing in all areas shown.



## EXAM CONTENT OVERVIEW

**Safety & Sanitation** - The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the studio is organized and sanitary (including floors, reception area(s), dispensaries, storerooms and bathrooms), to ensure that appropriate cleaning and disinfecting products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.

**Implements, Tools & Equipment** - The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions.

**Chemical & Facility Management** - The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, to properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals and understand proper and appropriate first aid procedures.

# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

The written exam covers professional tattoo artist and permanent cosmetic technician knowledge and laws that regulate those professions. Candidates will take one examination and receive two scores – one score for tattoo artist and permanent cosmetic technician professional knowledge (75% of the exam) and a second score for laws and regulations (25% of the exam). Candidates scoring less than 75% on the Kansas laws and regulations questions must take the entire written exam again. Candidates scoring less than 75% on the tattoo artist and permanent cosmetic technician professional knowledge questions must take the entire written exam again.

All references listed below are included in the Kansas Permanent Cosmetics written test. Source #4, Permanent Makeup: Tips and Techniques is not included in the Kansas Tattooing written test.

1. Kansas Board of Cosmetology General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology- from: <http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> as of Feb 15, 2019
2. Occupational Safety & Health Administration: <https://www.osha.gov/>
  - a. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>
  - b. <https://www.osha.gov/SLTC/bloodbornepathogens/standards.html>
3. Centers for Disease Control & Prevention: <http://www.cdc.gov/>
  - a. <https://www.cdc.gov/niosh/topics/bbp/universal.html>
  - b. [https://www.cdc.gov/niosh/topics/body\\_art/](https://www.cdc.gov/niosh/topics/body_art/)
  - c. <https://www.cdc.gov/niosh/topics/bbp/>
4. Hill, Pamela. Permanent Makeup: Tips and Techniques, 2007. Clifton Park, NY: Thomson Delmar Learning.
5. Body Art Model Code (BAMC)- National Environmental Health Association: <https://www.neha.org/eh-topics/body-art>
6. KBOC- Body Art Best Practices <http://www.kansas.gov/kboc/BABestPractices.htm>

## WRITTEN EXAM ADMINISTRATION

**Written Exam Time** - 2 hours

**Computerized Testing** - The written exam is computer administered. You must be able to use a mouse and be familiar with basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer, if needed.

**Languages** - The written exam is offered in English.

**All Testing Materials are Provided** - All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed in the exam room.

## TIPS FOR TAKING THE WRITTEN EXAM

**Read directions** - Avoid careless errors by thoroughly reading and understanding the instructions before you begin.

**Read questions thoroughly** - Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.

**Read all answers before choosing** - Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.

**Answer every question** - You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.

**Don't spend too much time on one question** - If you have a hard time with a particular question, move on and make a note to come back to that question later.

**Double check answers** - If you finish early, use the remaining time to review and double-check your answers.

# DETAILED WRITTEN EXAM CONTENT: TATTOO / PERMANENT COSMETICS

## **Kansas State General Laws, Rules and Regulations - 25%**

### **Safety, Sanitation & Infection Control - 40%**

Prohibited practices

Types of bacteria

Immunity

Viruses

Parasites

First Aid:

- Blood spill procedures
- Bodily fluids contact procedures

Methods of infection control:

- Sanitation
- Antiseptics
- Disinfection
- Sterilization

Products and chemicals use and storage:

- Labeling
- Removal from containers
- Hazardous waste disposal

### **Implements, Tools & Equipment - 15%**

Razors

OSHA & MSDS Requirements

Manufacturer's instructions

Needles

Body art machines

### **Product Knowledge & Chemistry - 1%**

Pigment

### **Anatomy & Physiology - 3%**

Nervous, vascular & muscular body systems

### **Tattooing/Permanent Cosmetic Services - 16%**

Client consultation & approval

Skin preparation

Client record keeping

Client after-care

Designing the art

Color & shading

Treatment complications, discomfort and side effects

## PRACTICE QUESTIONS

Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test is available online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

1. According to Kansas Rules and Regulations, before performing a tattooing or piercing service, the licensee must give the client
  - a. a bulb test.
  - b. a predisposition test.
  - c. pre-service information in writing.
  - d. access to the Center for Disease Control's website.
  
2. According to Kansas Rules and Regulations, cosmetic tattoo artists, tattoo artists, and body piercers are to practice their skills
  - a. only in a licensed facility.
  - b. in the home of a client.
  - c. in the licensee's home.
  - d. anywhere, as long as the licensee has their license with him/her.
  
3. According to Kansas regulations, protective gloves used in tattooing and piercing services must be
  - a. disposed of after 10 minutes of use.
  - b. disposed of after one service.
  - c. sterilized before re-use.
  - d. washed and checked for holes before being re-used on another client.
  
4. Sharps containers are
  - a. yellow with a safety warning.
  - b. red and marked "biohazard".
  - c. blue and marked "blood-borne pathogens".
  - d. orange and marked "hazardous chemicals".
  
5. Artistic branding of a body art client with a hot iron
  - a. requires a tattooing license from the Kansas Board of Cosmetology.
  - b. requires a piercing license from the Kansas Board of Cosmetology.
  - c. requires either a tattooing or a piercing license from the Kansas Board of Cosmetology.
  - d. is a crime.

**Answers:** 1. c. 2. a. 3. b. 4. b. 5. d.

# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a service related to your profession on a live model. Exam evaluators will evaluate you on your ability to perform these tasks while maintaining safe and sanitary conditions. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam.

Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## AT THE PRACTICAL EXAM TESTING CENTER

**Exam Setting** - Practical examinations are administered in a testing setting. Tables, chairs, brooms and dustpans are available. Do not assume that any other facilities are available.

**Professional Techniques** - No specific professional techniques are required, the techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the tasks listed in this Candidate Information Bulletin for each service in a way that is safe, sanitary and legal, and does not detract from exam administration.

**Kit Requirements** - You must bring your own kit with a sufficient quantity of supplies to complete the exam. All products and supplies must be in sealed or closed containers clearly labeled in English. The checklist at the end of this exam preparation guide has a complete list of what your kit must contain. If there are any missing items, the examination will be terminated. These items must be presented to the exam evaluator at the time of examination following all rules for infection control and safety without cross contamination. Remove all indicators of your place of work or trainer from items.

Additional tools or implements are acceptable if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. It is your responsibility to assure your kit is complete. You will place all items you bring in your kit onto your table for inventory by the evaluator. are considered as part of the work area and must be clean and kept closed, except when accessing items.

**Labels in English** - All labels on all items must be legible, visible to evaluators and in English

**Live Model** - A live model is required for the exam. Candidates are responsible for bringing a live model whom they have personally pre-screened for contraindications that would put the live model at an increased risk for injury or other harm. National Testing Network is not responsible for any injury or illness that occurs as a result of the live model's participation in the exam. Candidates and live models will be required, at the exam site, to certify that the live model meets these requirements.

Live Models:

- May not be a current Body Art apprentice.
- May not be a Body Art licensee.
- May not be a Body Art apprentice trainer or instructor.
- Must be at least 18 years of age.
- Must give written consent to participating as a live model.
- Must be free of contraindications.

You may not communicate or exchange information with your model at any time during the exam related to the performance of any demonstration. Any communication between you and your model should be minimal

and related to the artist-client relationship including infection control, pre- and post-service information, and giving instruction for adjustment of your model.

The evaluators and your model are not allowed to guide you, answer questions, or exchange information at any time during the exam regarding proper demonstration of a procedure.

## **Product Requirements**

- Mock product is not allowed.
- Candidates must bring all products needed.
- All products in containers must be labeled in English stating what the container actually contains.
- The candidate's way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety and infection control.

## **Tools and Implements**

- Body arts instruments or tools being used on the live model, such as but not limited to needles and tubes, shall be sterilized.
- Disposable body arts instruments or tools must be in the original sterile packaging obtained from suppliers or manufacturers.
- Items used that are not disposable body arts instruments or tools must be sterilized prior to the exam according to Kansas State General Laws, Rules and Regulations which can be seen at [www.kansas.gov/kboc](http://www.kansas.gov/kboc).
- All body arts tools/products/implements must be in proper and safe working order and in English labeled containers or bags.
- Tools and implements must be set out on non-porous barrier placed over a clean/disinfected surface.
- A candidate's aseptic practice during the exam must ensure personal and client safety and infection control.
- A candidate's way of using and handling body arts tools and implements must ensure personal and client safety and infection control.

## **Paper Requirements**

- Candidates must choose paper products effective for the purpose being used.
- All paper products must be in visibly sanitary condition.
- The candidate's use of paper products must ensure personal and client safety, sanitation and infection control.

## **Personal Safety and Sanitation**

- Candidates are evaluated on all elements of safety, including how products and tools are cleaned, disinfected, sterilized, stored, and handled, how the model is handled, and the cleanliness of the entire workstation.
- Candidates must disinfect the work area (including tables, chairs and supply bottles).
- Candidates' hands must be washed, and clean protective gloves worn while performing the service. If gloves become contaminated or compromised, they must be discarded, hands washed again, and new gloves donned and checked for holes or tears, before continuing service. This includes anytime the



- candidate touches an unprepared area or leaves the workstation.
- Visibly clean kits and their contents are considered sterilized to start with, unless there is cross contamination. The candidate must prevent cross contamination by disposing of or disinfecting items that become contaminated, as appropriate.
- If an item or substance falls to the floor:
  - Remove it from the floor immediately.
  - Disinfect all contaminated areas including the floor.
  - Do not reuse item without sterilizing or disinfecting.
- Candidates must use infection control procedures at all times.

**Blood Spill Kit and Procedure** A *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. The exam is a mock service. If an injury involving blood occurs during the exam, follow these blood spill procedure steps as outlined in KAR 28-24-3 *Communicable diseases or conditions; universal precautions*:

1. Stop service immediately.
2. Don protective gloves.
3. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
4. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
5. Clean the station with disinfectant.
6. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
7. Completely seal the double bags and place in the waste receptacle.
8. If an injury occurred on the candidate's hand, a single use disposable glove should be placed on that hand prior to continuation of services. *(This is in reference to an actual blood spill during the exam) \*A single use item is described by KBOC as: items intended to be disposed of immediately after one use because these items cannot be cleaned and disinfected. The glove will need to be changed each time it is contaminated throughout the exam.*

[http://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](http://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)

<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> KAR 28-24-3

*Single use items defined in the KBOC Quarterly Newsletter – July 2015*

<http://www.kansas.gov/kboc/Newsletters/JULY%202015%20NL.pdf>

Notes:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin or wound is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

## **Waste and Disposal**

- Candidates must bring a sharps container that is clearly labeled “Sharps Container.”
- Candidates must manage waste and soiled materials in a sanitary manner, maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of one waste disposal receptacle that must be kept on the floor. The container must be labeled, “Waste.”
- Waste receptacle(s) must be freestanding and covered.

## **Apparel and Personal Hygiene**

- Your hair must be pulled back and/or secured.
- Your apparel must be clean.
- Your shoes must cover your feet.
- Your pants must cover your legs.
- You must wear a shirt that has short sleeves or sleeves that can be rolled up.
- Your clothing and jewelry must present no safety or sanitation risks for consumer.
- You must be personally clean and demonstrate personal cleanliness at all times.
- Your skin must be free of infection and have no uncovered wounds.

## SERVICES PERFORMED DURING THE PRACTICAL EXAM

General exam steps for the tattooing practical examination are shown below. The exam entails a mock tattooing service. Steps must be performed following Best Practices shown at [www.kansas.gov/kboc/BodyArt.htm](http://www.kansas.gov/kboc/BodyArt.htm).

1. Hand washing and protective gloves.
2. Prepare procedural area and freestanding waste receptacles.
3. Present all equipment and supplies.
4. Provide pre-service information to model.
5. Review the client record with the model and complete the record.
6. Set up equipment and supplies using appropriate barriers.
7. Prepare model for tattooing.
8. Assemble machine.
9. Disperse pigment.
10. Demonstrate mock tattooing on the model's forearm.
11. Demonstrate aftercare procedure.
12. Demonstrate proper breakdown procedure.
13. Disinfect work area.
14. Correctly explain sterilizer protocol from container to sterilizer.
15. Clean and disinfect entire work area before leaving.

## BODY ART TATTOOING PRACTICAL EXAM STEPS

### Introductory Video Shown at Beginning of Practical Exam

#### Video Script:

*“On behalf of National Testing Network we welcome you to your licensing exam. You will perform a mock demonstration on a live model, completing all procedures except inserting a needle into the skin. To remain in this exam, you and your model must follow exam rules.*

- *Do not tell your name or any information about your trainer or place of training to your evaluator.*
- *No reference materials, food, beverages, smoking, cell phones, or weapons are allowed.*
- *You may not leave the test site during the exam.*
- *You must request permission to go to the restroom and the exam timer does NOT STOP.*
- *Your evaluator may ask you to repeat a step or describe what you are doing, but is not allowed to guide you, answer questions, or exchange information regarding proper demonstration of a procedure.*
- *During the exam, you may have the instructions repeated a maximum of two times.*
- *Since this is a mock demonstration, you must tell your evaluator when there would be a stand or a wait time.*
- *You must actually perform the first hand washing. After that, just describe washing your hands again, whenever you would do so during the service. Each time you must describe all steps.*
- *Your evaluator cannot provide any additional supplies, equipment, or other items to you.*
- *If you drop anything on the floor, pick it up and discard it OR, if you are going to use it again in this service, properly follow required disinfection or sterilization protocols.*
- *Your model is the only person you may have present in the exam room.*
- *Your model must not provide any guidance regarding the service and should not speak unless necessary.*
- *All talking between you and your model should be limited. What is said must be related to the client relationship such as asking your model to move, providing infection control instructions and the giving of pre and post service information.*
- *If there is any unauthorized communication, or any inappropriate behavior or language by you or your model, your exam will end and you will not pass.”*

# BODY ART TATTOOING PRACTICAL EXAM STEPS

## Hand Washing – 10%

### Evaluator Script:

*“First, demonstrate proper hand washing technique, following all rules for safety and infection control. Tell me when you’re done and wait for further instruction.”*

You will be evaluated on the safe and sanitary preparation and washing of your hands, including:

1. Have no fake nails or piercings on your hands or wrists.
2. Remove all jewelry from your hands and wrists except plain wedding bands.
3. Turn on water to hot, wet your hands and apply soap.
4. Wash your hands and forearms with friction for approximately 20 seconds using a nail brush if necessary (check for dirt under nails).
5. Rinse well under running water without touching the sink.
6. Dry your hands well.
7. Turn off water without contamination and then maintain sanitation.

## Presentation of Equipment and Supplies – 10%

### Evaluator Script:

*“Show me each item in its bag or container as I read the checklist.”*

To proceed with the practical examination, you must present all checklist items to the evaluator, in the following manner:

1. Have items visible in clear, sealable bag or container.
2. Sterilized items must be marked with indicator and date.
3. Present each item requested by evaluator, without contamination.

## Practice Standards – 16%

### Evaluator Script:

*“Now discuss the client record with your model and complete the client record. Then provide pre-service information. Tell me when you are finished.”*

You must follow Best Practices on the following:

1. Review client record with your model.
2. Provide pre-service information.
3. Complete the client record.

## Tattooing Procedure – 27%

### Evaluator Script:

*“Now, do a mock demonstration of tattooing on your model’s forearm. You will be evaluated on preparing your model’s skin, pattern application, preparation of your work area, machine set up, switching between machines, pigment disbursement, tattoo procedure and aftercare procedure.”*

You will be evaluated on proper and safe protocol and performance of a tattooing procedure, including the following:

1. Mock wash hands.
2. Set up equipment and supplies using appropriate barriers.
3. Prepare model for tattooing.
  - a. Prepare model’s hair/clothing for service, if necessary.
  - b. Prepare area, including shaving, if necessary.
  - c. Apply pattern.
4. Assemble machine
  - a. Place needle and tube on clean field.
  - b. Insert needle into tube.
  - c. Affix needle and tube to drive pin.
  - d. Bag machine and place on clean field.
5. Demonstrate dispersing pigment into cap
6. Demonstrate mock tattooing
  - a. Check liner machine and needle function.
  - b. Demonstrate mock tattoo lining.
  - c. Switch machine from lining to shading.
  - d. Check shader machine and needle function.
  - e. Demonstrate mock tattoo shading.
  - f. Clean and bandage tattoo.
7. Provide verbal aftercare instructions without reading from paper.
8. Provide written aftercare instructions and information.

## Breakdown and Disinfecting – 16%

### Evaluator Script:

*“Now clean up your work area disposing of all materials properly and disinfecting the entire work area.”*

You will be evaluated on the proper and safe performance breakdown and disinfecting, including of the following:

1. Demonstrate proper breakdown procedure.
2. Disinfect work area.

## **Sterilizer Protocol – 16%**

### **Evaluator Script:**

*“Now describe for me your sterilizer protocol, from beginning to end.”*

Candidates will be evaluated on description of proper and safe performance of the following:

1. Sterilizer protocol from contaminated to service ready.

## **Final Cleaning - 5%**

### **Video Script:**

*“The last part of your exam is to completely clear, clean and sanitize your area. That includes packaging all garbage to take with you. You may not leave disposable materials or anything else in the facility. When you are ready to leave, inform your evaluator who will check your area and release you to leave. You will be evaluated on how clean you have left your area.*

*Your test administrators cannot answer questions about how you did on today’s exam. Within one week, your exam results will be posted on your online account page and you can access them with your user name and password. The Exam Preparation Guide has information about how you get your license once you have passed.”*

To be approved for leaving, you must:

1. Completely clean work area.
2. Prepare your waste properly for disposal.
3. Take everything with you, leaving nothing behind in the test center.

## CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

The following is a complete list of what is required for your exam. You may bring additional items if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. All items must be appropriate and effective for the service, appropriate for the exam facility and not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to check the content and assure it is complete.

### Identification

- Two valid forms of government issued identification (one with photo, see Required Identification section)

### Blood Spill Kit Items *(in a clear container so they are visible)*

- Bandages
- Plastic bags labeled "Bio-hazard"
- EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity
- Anti-microbial
- Protective gloves

### Service Items

- Paper towels
- Appropriate disinfectant (sealed)
- Appropriate antiseptic (sealed)
- Appropriate germicidal (sealed)
- Gloves (new box)
- Pigments
- MSDS sheets
- Ointment
- Appropriate bandages
- Appropriate tape
- Sterilized or Distilled water
- Razors
- Trash bags
- New sharps container
- Needles (packaged and sterile)
- Tubes (packaged and sterile)
- Ink caps
- Individual use transfer solution
- Barriers
- Tattoo machine (liner and shader)
- Power supply: power cord, foot switch, clip cords
- Release form that does not indicate your place of training or trainer
- Pen
- Nalgene bottles (labeled)
- Pre-service information that does not indicate your place of training or trainer
- Written after care instructions that does not indicate your place of training or trainer
- Loupe/magnifying glass
- Blood spill kit/first aid
- Covered, freestanding waste receptacle
- Soap
- Individual transfer sheet
- Appropriate skin marker (either single use or capable of being disinfected)
- Nail brush
- Rinse cup